

Overview

Before you can log in to the Financial Disclosure Management System (FDM), you must be a registered FDM user. You can self-register or be administratively registered by another FDM user. There are two different log in methods, using your CAC (Common Access Card) or using your AKO User Name and Password.

Logging In Using Your CAC

1. Log onto your computer, connect to the internet, open a web browser, type, **<https://www.fdm.army.mil>** in the address line and click **Go**. The FDM Home page displays.
2. Select **FDM Login** on the left side of the screen. The Login to FDM page is displayed.
3. Click **Login** (Login Using your CAC). The Select Certificate window is displayed.

Selecting a Certificate

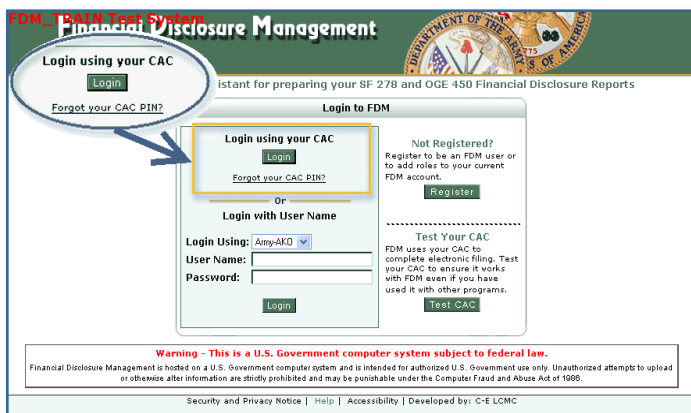
4. Select your certificates and then click **OK**.

You may have several certificates listed. You can select any certificate listed that contains your name; however, be sure to check the expiration date to insure that the certificate has not expired. If your list contains the names of other people, this simply means that these people have logged on using your PC.

5. If you have not done so already, insert your CAC into your computer. A window displays asking you to enter your PIN.
6. Enter your **CAC PIN** and then click **OK**. The My Contact Info page will display for Filers and the Review Filers page will display for Reviewers.

What if I forget my CAC PIN

If you do not know your CAC PIN or if you have locked out your CAC PIN, contact the central processing/badge office or Local Registration Authority (LRA) to reset your CAC PIN.



Logging In with User Name

1. In your web browser type, **https://www.fdm.army.mil** in the address line and click **Go**. The FDM Home page displays.
2. Select **FDM Login** on the left side of the screen. The Login to FDM page displays.
3. Select your appropriate authenticating source from the Login Using drop-down.
4. Enter your **User Name** and **Password**. The My Contact Info page will display for Filers and the Review Filers page will display for Reviewers.

Logging Out

Selecting Log Out is your way of concluding your online session and maintains the security and privacy of your financial disclosure report information by closing the connection to FDM.

You can log out at any time by clicking **Log Out** in the top right corner of any FDM page.

Testing Your CAC

If you will be using your Common Access Card (CAC) to complete your financial disclosure report, it is recommended that you test your CAC to ensure it works with FDM even if you have used it with other programs. To test your CAC:

1. On the FDM Home page, click **Test Your CAC**. The CAC Digital Signature Verification page verifies your ability to sign documents in the FDM System.
2. Click **Continue**. The window that displays depends on the CAC software used. Click either **Yes, Run** or **OK** to accept the software or FDM will not run on your computer. The Select Certificate window is displayed.

Selecting a Certificate

3. Select your certificate and then click **OK**. A window displays asking you to enter your PIN.
4. Enter your **CAC PIN** and then click **OK**. The FDM CAC Verification Results page is displayed. If the test was successful, click **Login** to return to the **Login to FDM** page. If the system could not successfully verify your CAC, call your local Help Desk or central processing/badge office or Local Registration Authority (LRA) in order to reset your CAC PIN.